

GOVERNMENT OF GUAM
Office of the Governor
Agana, Guam

EXECUTIVE ORDER NO. 64- 10

WHEREAS, Section 6(b) of the Organic Act of Guam empowers the Governor to issue executive regulations not in conflict with any applicable law; and

WHEREAS, the Board of Trustees of the Guam Memorial Hospital have made Bylaws setting forth the policies of the hospital all of which I deem in the public interest.

NOW, THEREFORE, by virtue of the foregoing, the attached Bylaws of the Board of Trustees of the Guam Memorial Hospital are hereby approved and promulgated by Executive Order, to be effective July 1, 1964, except that Article VI of said Bylaws may be implemented and enforced at a subsequent date in the discretion of the Board of Trustees, in no event, however, later than August 1, 1964.

Dated this 1st day of July, 1964.


MANUEL F. L. GUERRERO
Governor of Guam

COUNTERSIGNED:


RUDOLPH G. SABLAN
Acting Secretary of Guam

BYLAWS
OF THE
BOARD OF TRUSTEES
OF THE
GUAM MEMORIAL HOSPITAL

PREAMBLE

It is recognized that the Board of Trustees of the Guam Memorial Hospital is the policy-making body charged with the responsibility for the care of the civilian sick and injured of Guam.

To this end, the Board of Trustees of the Guam Memorial Hospital organizes itself, setting forth these bylaws which will serve as the basis of the Guam Memorial Hospital governing body.

Whenever the term Board appears, it shall be interpreted to refer to the governing board which is composed of seven members appointed by the Governor with the consent of the Legislature.

The Board of Trustees recognizes the fact that its responsibility is all inclusive as it relates to the care of the patient. The Board will constantly strive to meet and maintain the standards set forth by the Joint Commission on Accreditation of Hospitals.

Article I. BOARD OF TRUSTEES

Section 1. The Board of Trustees of the Guam Memorial Hospital shall consist of seven members appointed by the Governor and confirmed by the Legislature, and shall hold office for a term of five years.

Section 2. Power of the Board of Trustees of the Guam Memorial Hospital: The administrative powers of the Guam Memorial Hospital shall be vested in the Board of Trustees of the Guam Memorial Hospital who shall have charge, control and management of the property, affairs and policies of the Guam Memorial Hospital, and which shall have the power and authority to do and perform all acts and functions not inconsistent with these bylaws or with any action taken by the Board.

Article II. REGULAR AND SPECIAL MEETINGS OF THE BOARD OF TRUSTEES

Section 1. The Board of Trustees of the Guam Memorial Hospital shall hold a regular meeting on the third Tuesday of each month.

Section 2. Special meetings, other than the special July 1st meeting which is automatically set, may be called by the President and shall be called at the written request of four members of the Board of Trustees of the Guam Memorial Hospital. Written notice of special meetings shall be mailed to

each member of the Board at least three days before the date of such special meeting. This notice shall state the business for the transaction of which the special meeting has been called and no business other than that stated in the notice shall be transacted at such special meeting.

Article III. OFFICERS OF THE BOARD OF TRUSTEES

Section 1. The officers of the Board of Trustees of the Guam Memorial Hospital shall be a President, President Elect, a Treasurer, and such other officers as the Board of Trustees of the Guam Memorial Hospital may authorize. All officers shall be elected at the special July 1st meeting. The term of all offices shall be for one year.

Section 2. The President shall call and preside at all meetings of the Board of Trustees of the Guam Memorial Hospital and shall be, ex-officio, a member of all committees.

The President Elect shall act as President in the absence of the President and, when so acting, shall have all the power and authority of the President.

Article IV. COMMITTEES OF THE BOARD OF TRUSTEES OF THE GUAM MEMORIAL HOSPITAL

Section 1. Committees of the Board of Trustees of the Guam Memorial Hospital shall be standing or special. Standing committees shall be an Executive Committee, Joint Conference Committee, Finance Committee, and such other standing committees as the Board of Trustees of the Guam Memorial Hospital may authorize.

Section 2. The Executive Committee shall consist of the President, ex-officio, as Chairman, the President Elect and one other member of the Board of Trustees of the Guam Memorial Hospital elected by the Board of Trustees of the Guam Memorial Hospital at its special July 1st meeting.

The Executive Committee shall have power to transact all regular business of the hospital during the interim between the meetings of the Board of Trustees of the Guam Memorial Hospital, provided any action taken shall not conflict with the policies and expressed wishes of the Board of Trustees of the Guam Memorial Hospital, and that it shall refer all matters of major importance to the Board of Trustees of the Guam Memorial Hospital. The Administrator shall be an ex-officio member and act as Secretary.

Section 3. The Finance Committee shall be composed of the Treasurer as Chairman and two additional members of the Board appointed by the President. The Finance Committee shall prepare and submit to the Board of Trustees of the Guam Memorial Hospital for its approval no later than its December meeting a budget and financial statement showing the expected receipts and income and expense for the ensuing fiscal year. The Treasurer shall be Chairman of the Finance Committee responsible for reviewing the

financial activities of the hospital and with the Finance Committee and the Administrator develop the annual budget for presentation by the Board of Trustees of the Guam Memorial Hospital to the Governor and the Legislature. The Administrator shall be an ex-officio member.

Section 4. The Joint Conference Committee shall consist of three members of the Board and three members of the Medical Staff appointed by the President of the respective organizations. The Administrator shall be an ex-officio member.

This Committee shall:

Paragraph 1. Receive recommendations from the Medical Staff and make final recommendations to the Board of Trustees of the Guam Memorial Hospital on all appointments to, and assignments of responsibilities within, the Medical Staff of the hospital.

Paragraph 2. Recommend to the Board of Trustees of the Guam Memorial Hospital the types of professional work to be permitted to be done by each member of the Medical Staff.

Paragraph 3. Recommend to the Board of Trustees of the Guam Memorial Hospital all rules and regulations for the government of the Medical Staff, or amendments thereto, necessary to assure the proper care of the patients.

Paragraph 4. Receive and make recommendations to the Board of Trustees of the Guam Memorial Hospital respecting any communications, requests or recommendations presented by the Medical Staff through its duly authorized representatives.

Paragraph 5. Receive and consider all reports on the work of the Medical Staff and make such recommendations to the Board of Trustees of the Guam Memorial Hospital in respect thereto as the committee considers to be to the best interests of the hospital and its patients.

Section 5. Special committees may be appointed by the President with the concurrence of the Board of Trustees of the Guam Memorial Hospital for such special tasks as circumstances warrant. Such special committees shall limit their activities to the accomplishment of the task for which created and appointed, and shall have no power to act except such as is

specifically conferred by action of the Board of Trustees of the Guam Memorial Hospital. Upon completion of the task for which appointed, such special committees shall stand discharged.

Article V. ADMINISTRATION

Section 1. The Board of Trustees of the Guam Memorial Hospital shall, with the approval of the Governor, select and employ a competent, experienced Administrator who shall be its direct executive representative in the management of the hospital. This Administrator shall be given the necessary authority and held responsible for the administration of the hospital in all its activities and departments subject only to such policies as may be adopted and such orders as may be issued by the Board of Trustees of the Guam Memorial Hospital, or by any of its committees to which it has delegated power for such action. He shall act as the "duly authorized representative" of the Board of Trustees in all matters in which the Board of Trustees has not formally designated some other person for that specific purpose.

Section 2. The authority and duties of the Administrator shall include:

Paragraph 1. To be responsible for carrying out all policies established by the Board of Trustees of the Guam Memorial Hospital.

Paragraph 2. To perfect and submit to the Board of Trustees of the Guam Memorial Hospital for approval a plan of organization of the personnel and others concerned with the operation of the hospital.

Paragraph 3. To prepare an annual budget showing the expected receipts and expenditures in cooperation with the Finance Committee.

Paragraph 4. Appointment, employment, promotion or other personnel policies for Guam Memorial Hospital shall be established by the Administrator with the approval of the Board subject to the provisions of law and personnel rules and regulations applicable to government employment.

Paragraph 5. To see that all physical properties are kept in a good state of repair and operating condition.

Paragraph 6. To supervise all business affairs and to ensure that all funds are collected and expended to the best possible advantage.

Paragraph 7. To work with the Medical Staff and with all those concerned with the rendering of professional service to the end that the best possible care may be rendered to all the patients.

Paragraph 8. To submit regularly to the Board of Trustees of the Guam Memorial Hospital or its authorized committees periodic reports showing the professional service and financial activities of the hospital and to prepare and submit such special reports as may be required by the Board of Trustees of the Guam Memorial Hospital.

Paragraph 9. To attend all meetings of the Board of Trustees of the Guam Memorial Hospital and its committees as ex-officio member and serve as Secretary to the Board of Trustees of the Guam Memorial Hospital and its standing and special committees.

Paragraph 10. To perform any other duty that may be necessary in the best interest of the hospital.

Paragraph 11. To serve as the liaison officer and channel of communications for all official communications between the Board of Trustees of the Guam Memorial Hospital or any of its committees and the Medical Staff.

Article VI. MEDICAL STAFF

Section 1.

Paragraph 1. The Medical Staff of Guam Memorial Hospital shall be composed of the government-employed physicians and those private physicians qualifying hereunder granted hospital privileges by the Board. The Medical Staff may establish and form its own organization within the hospital, elect its own officers and committees and may, subject to the approval of the Board, make its own bylaws, rules and regulations. Membership in the Medical Staff shall be a prerequisite for practice in Guam Memorial Hospital.

Paragraph 2. All applications for appointment to the Medical Staff shall be in writing and submitted to the Administrator. Such applications, together with necessary proof of qualifications, shall be considered by the Board with the assistance of the Medical Staff or any appropriate committee thereof.

Paragraph 3. All applicants for appointment to the Medical Staff must possess the following qualifications:

- (a) Graduation from a school approved by the Council of Medical Education of the American Medical Association and successful completion of required internship, or

holding a current license to practice in one of the fifty states of the United States; or

(b) Certification by the appropriate American Board Specialty; or

(c) The holding of a temporary or standard certification by the Educational Council for Foreign Medical Graduates.

Paragraph 4. In addition to the above requirements, each applicant must maintain a current license and be registered to practice medicine in Guam.

Paragraph 5. All appointments to the Medical Staff shall be for one year only, renewable by the Board of Trustees without application, using the Joint Conference Committee as the liaison in this action.

Article VII. AGENDA AT ANY MEETING OF THE BOARD SHALL BE AS FOLLOWS:

Paragraph 1. Annual Meetings:

- (a) Call to order.
- (b) Presentation and approval of minutes of last annual and of any special meetings held since that meeting.
- (c) Presentation of the Annual Report of the Guam Memorial Hospital Board.
- (d) Transaction of other business that may properly be brought before the meeting.
- (e) Election of officers.
- (f) Adjournment.

Paragraph 2. Special Meetings:

- (a) Call to order.
- (b) Reading of the official call for the meeting.
- (c) Transaction of the business for which the meeting is called.
- (d) Adjournment.

Paragraph 3. Regular Meetings:

- (a) Call to order.
- (b) Presentation and approval of minutes of last meeting.
- (c) Transaction of business that may properly be brought before the meeting.
- (d) Adjournment.

Article VIII. AMENDMENT

All amendments to these Bylaws and supporting Executive Order shall be in compliance with Executive Order No. 3-55 or any subsequent amendment of said Executive Order.